



Senior Administrative Coordinator

The California Institute for Regenerative Medicine (CIRM) is the state agency established under the California Stem Cell Research and Cures Act which provides \$3B in funding for stem cell research at California universities and research institutions. CIRM's role is to administer grants and loans for stem cell research, research facilities and other important stem cell opportunities.

Under direction from the statutory Vice Chairperson, the Senior Administrative Coordinator provides administrative support to the Vice Chairperson and others in the Office of the Chair.

Qualifications:

- Possession of a bachelor's degree and at least 2 years of experience performing executive and/or administrative and/or customer service support or an equivalent combination of education and experience.
- Knowledge of information management and record-keeping principles and practices.
- Familiar with California Governance and Politics
- Ability to work in a fast paced environment.
- Diplomatically communicate with executive and staff level individuals both within and outside the agency; demonstrate proper protocol.
- Work in a rapidly changing environment with continuously evolving priorities and under tight deadlines
- Work in teams to meet goals and objectives
- Outstanding communications skills.
- Utilize office computer applications for word processing, spreadsheets, and presentations.
- Logically plan and organize the work to be performed in the context of both short and long term goals and priorities
- Establish and maintain effective professional working relationships with those contacted in the course of day-to-day work.
- Use initiative and independent judgment in resolving operational issues within established procedural guidelines.

Salary Range and Benefits:

The salary range for this position is \$42,848-\$64,168 annually. The salary offered will be commensurate with the candidate's skills, knowledge and experience.

The position is open until a suitable candidate is found.

How to apply: Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application at <http://www.spb.ca.gov/WorkArea/showcontent.aspx?id=1814>

to: jobs@cirm.ca.gov, 210 King Street San Francisco, CA 94107.

210 King Street, San Francisco, CA 94107 ♦ Phone: (415) 396-9100 ♦ Fax: (415) 396-9141
Web Address: www.cirm.ca.gov ♦ E-Mail: info@cirm.ca.gov



CIRM is an Equal Opportunity Employer and committed to a diverse workforce.